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DDA 85-0700

27 FEB 1985

MEMORANDUM FOR: Deputy Director for Operations

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: [ ] Space [ ]

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1. About 18 months ago we negotiated to take over approximately 172,000 sq ft [ ] to accommodate increases in Agency personnel and/or provide space for new programs. Initially, the only occupants electing to be housed in that building were elements of the Office of Communication (41,658 sq ft), Office of Logistics (1,911 sq ft), and the Office of Technical Service (12,739 sq ft). Contractual arrangements were made to renovate this space in late FY-84. The Office of Logistics funded the amount of [ ] for Phase I of required renovations and alterations and Office of Communications acquired and installed [ ] of communications equipment and switches for black line and secure line services. [ ]

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2. After the Phase I contract was signed, a number of additional Agency components were identified to occupy the remaining space [ ] (Phase II). These components were from all four Directorates and the DCI area and included elements from OTS and OSO of the DS&T, [ ] CCS, and IMS of the DO, OTE, OIT, and OL of the DA, undetermined elements of the DI, and COMIREX. [ ]

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3. Subsequent to this, the Office of Communications reduced its space needs [ ] to only 24,152 sq ft. The available space was then allocated to IMS (8,983 sq ft) and DI (component undetermined 8,315 sq ft). [ ]

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4. The balance of the space for Phase II renovations and alterations has been allocated as follows:

DA:	OL	4,426
	OIT	490
	OTE	<u>10,576</u>

15,492

DO:	CCS)	
	[ ]	22,673
	IMS	<u>3,100</u>

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25,773

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DS&T:	OTS	34,300	
	OSO	<u>3,000</u>	
			37,300
DCI area:	COMIREX	<u>12,771</u>	
			12,771
Reserved Misc.:			
	Copy CTR, Disbursement		
	Office, Health Room, etc.	<u>4,589</u>	
			4,589
Unassigned:		<u>20,073</u>	
			20,073
			<hr/>
	Total Phase II		115,998

5. The Office of Logistics has budgeted [ ] and is prepared to make renovations and allocations as necessary to create suitable office space for components desiring space in Phase II. These funds make no provision for requirements beyond standard office space and do not include such items as Wang installations, special HVAC, [ ] special plumbing, etc. If needed, the components are expected to provide funds for same. [ ]

6. As noted in paragraph 1, the Office of Communications provided [ ] for limited but expandable grid system and black line and secure voice data switches. To provide these same services to those components occupying space in Phase II will require expansion of the communications systems at an estimated cost of [ ] The Offices of Logistics and Communications have expended all funds budgeted for this effort. We must, therefore, assess each component on the basis of space to be occupied for the necessary funding to provide for telephone and data communications service. Based on your Directorate occupying 25,773 sq ft, it is requested that you make available to the DA [ ] to cover your proportionate share of these costs. Such funds should be provided immediately in order to issue long lead-time switches and installation contracts. [ ]

/s/ Janice H. McDonald

 Harry E. Fitzwater

cc: COMPT  
OL  
OC

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